

**Minutes of the Public Council Meeting**  
**Tuesday 18 September 2018 @ 09:30 hrs**

	<b>Agenda Item</b>	<b>Present</b>	<b>Apologies</b>
		<p>Dr Jim Livingstone (President)                      Mr Ciaran Hunter (VP)                      Mr Mark Campbell                      Miss Colleen Duffy                      Prof Martin Bradley                      Prof Patrick Murphy                      Mr Gareth Peeples</p> <p><b>In Attendance</b></p> <p>Mr Trevor Patterson (CEO)                      Mr Brendan Kerr (Registrar)                      Mrs Joan Duffy (Business Manager)                      Mr Mark Neale (Head of Public Affairs)                      Mrs June Alexander (Executive Assistant)</p>	<p>Ms Laura Murphy                      Mr Jim Perry</p> <p><b>Public Attending</b></p> <p>None</p>

1.0	Introduction & Welcome, Apologies, Public Attendance Noted.	The President welcomed everyone to the meeting and advised that the meeting would be curtailed as much as possible. Apologies were noted from Laura Murphy and Jim Perry.	
2.0	Deputations	The President was present throughout the Meeting. There was no requirement for deputation.	
3.0	Conflict of Interests	No conflicts of interest were declared.	
4.0	Tabling of Any Other Business	No other business was tabled.	
5.0	Council Minutes and Key Action Points <i>For Approval</i>	<p>The Minutes of the Public Council Meeting of 31 July 2018 were adopted as a true representation of events.</p> <p><u>Actions:</u></p> <p>No outstanding actions.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>• The Minutes of the Meeting of 31 July 2018 were adopted.</li> </ul> </div>	<p><i>Decision:</i></p> <p><i>Proposer: Martin Bradley</i></p> <p><i>Seconder: Mark Campbell</i></p>
6.0	Annual Report & Accounts <i>For Approval</i>	<p>Sandra Cooke, member of the Audit &amp; Risk Committee, made a Motion to Council recommending that it approve the Annual Report &amp; Accounts, as presented to Council.</p> <p>The President welcomed John Poole, of KPMG, who was in attendance to answer any Council queries.</p>	

		<p>Council was satisfied with the Annual Report and Accounts and, therefore, approved same. Mr Poole was thanked and he absented himself from proceedings.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>• The Annual Report &amp; Accounts were approved by Council.</li> </ul> </div>	<p><i>Decision:</i> <i>Proposer: Sandra Cooke</i> <i>Seconder: Patrick Murphy</i></p>
7.0	PSA Standards Consultation <i>For Approval</i>	<p>Council's attention was drawn to the Initial draft response to the PSA's Standards of Good Regulation Consultation. A preliminary report was presented at the July 2018 Council meeting. The CEO advised that the response states that PSNI would be willing to participate in a pilot.</p> <p>Council approved the content of the response.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>• Council approved the content of the response to the PSA's Standards of Good Regulation Consultation.</li> </ul> </div>	<p><i>Decision:</i> <i>Proposer: Gareth Peeples</i> <i>Seconder: Sandra Cooke</i></p>
8.0	Rebalancing Consultation <i>For Approval</i>	<p>Council's attention was drawn to the Rebalancing Board's consultation questions and PSNI's draft response.</p> <p>The CEO advised that Pharmacy Forum had sight of PSNI's response and are responding separately.</p> <p>Council approved the content of the response.</p>	<p><i>Decision:</i> <i>Proposer: Martin Bradley</i> <i>Seconder: Ciaran Hunter</i></p>

		<ul style="list-style-type: none"> <li>Council approved the content of the response to the Rebalancing Board's consultation questions.</li> </ul>	
9.0	Appointment of Members to the Statutory Committee <i>For Approval</i>	<p>Council reviewed the Reserve List for the Statutory Committee and was advised that, at present, the Committee is barely quorate. Dr Sheelagh Hillen, Dr Colin Adair and Mr Eoin Doyle have retired. Therefore, 3 new appointments have been recommended.</p> <p>Council approved the appointment of 3 new members to the Scrutiny Committee from the Reserve List.</p> <ul style="list-style-type: none"> <li>Council approved the appointment of 3 new members to the Scrutiny Committee from the Reserve List.</li> </ul>	<p><i>Decision:</i> <i>Proposer: Patrick Murphy</i> <i>Seconder: Sandra Cooke</i></p>
10.0	Governance Handbook <i>For Approval</i>	<p>The CEO advised Council that it has been identified that an interim update of the Governance Handbook is required in line with the review of Governance arrangements and processes over the past year. It had been previously agreed by Council that the update of the Governance Handbook until new Council members are in place and have the opportunity to give input. New Committee structures are likely to have an impact on content. The current document is dated 2015 and is significantly out of date.</p>	

		<p>Council was asked to approve internal staff resource to update the Governance Handbook which will be presented to Council for review and finalisation in January 2019.</p> <p>Council approved the proposed update of the Governance Handbook.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>• Council approved the update of the Governance Handbook.</li> </ul> </div>	<p><i>Decision:</i>  <i>Proposer: Mark Campbell</i>  <i>Seconder: Gareth Peeples</i></p>
11.0	Standards & Guidance – Review of Standards Update <i>For Approval</i>	<p>Council noted the papers in relation to the Review of Standards.</p> <p>The CEO advised that there has been a delay due to various factors including personal issues, some performance issues and staff absences which have diminished the team and impacted on workload.</p> <p>On a positive note, the CEO advised Council that the new Objective 2 &amp; 2a – Evidence Based Standards – is reflected in the quality of the documents that have been presented to Council. In terms of timeframe, we are not on track and it would be prudent to change the internal timeframe to reflect completion of the review of Standards by December 2018 and aim to complete the renewed Standards by December 2019. Until that time, existing Standards will remain in place – no risk. A re-organisation of staff is underway to ensure that we are well placed to complete the work – paper in Council In Committee papers.</p> <p>Gareth Peeples commented on the excellent quality of the reviews which was echoed by the Chair of the ESR Committee, Mark Campbell.</p>	

		<p>The CEO advised that PSNI has taken a different approach to this work, using specialised researchers and being more proactive. Recent reports, such as the Williams Review, raise issues relevant to regulators. It is, therefore, opportune that we are in the middle of our Standards Review now. We want to be certain that we are properly reflecting the future based on these reviews.</p> <p>Council recognised the complexity of the work at hand and thanked the CEO and his teams for their continued hard work.</p> <p>Council noted and approved the extension of the timescale for delivery of new Standards, following further research and engagement, to December 2019.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>Council noted and approved the extension of the timescale delivery of new Standards, following further research and engagement, to December 2019.</li> </ul> </div>	<p><i>Decision:</i>  <i>Proposer: Gareth Peeples</i>  <i>Seconder: Mark Campbell</i></p>
12.0	<p>CPD Framework  <i>For Approval</i></p>	<p>Council noted the content of the CPD Framework Review 2018.</p> <p>Council was asked for approval on the direction of travel that the current review is taking. The Registrar advised that the document is as straightforward as possible and that a background paper will be presented at the next Council meeting. There are some significant changes which focus on current rather than future practice, in line with legislation. The Registrar advised that 30 hours of CPD will be required each year; the pass mark will change to 50%; resulting in a more robust framework.</p>	

		<p>After some discussion, Council approved the Framework amendments to date and directed that the narrative and supporting consultation documentation be prepared and presented at the next Council meeting.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>• Council approved the Framework amendments to date and directed that the narrative and supporting consultation documentation be prepared and presented at the next Council meeting.</li> </ul> </div>	<p><i>Decision:</i>  <i>Proposer: Patrick Murphy</i>  <i>Seconder: Gareth Peeples</i></p>
13.0	<p>Threshold Criteria  <i>For Information</i></p>	<p>Council noted the content of the paper presented.</p>	
14.0	<p>President's Report  <i>For Information</i></p>	<p><u>Inquiry into Hyponatremia Related Deaths</u>          The President advised that he and the CEO attended a recent meeting regarding this complex issue. Council will be updated following each meeting.</p> <p><u>Council meetings outside Belfast</u>          The President referred to the last such meeting which was held, very successfully, in Dungannon in November 2017. He suggested that Council defer its ex-Belfast meeting to Spring 2019. Council agreed.</p> <p><u>Council Recruitment</u>          The President advised that he spoken with the Department and advised that we still await approval of proposed appointments to Council and the reappointment of the President and one Council member, Sandra Cooke. The difficulties caused by the lack of Assembly are being felt by many public bodies which require appointment of Council members. It is believed that the Secretary of State is minded to bring forward legislation which will allow the Permanent Secretary, Richard Pengelly, to approve non-contentious appointments. Council will be kept up to date.</p>	

15.0	CEO's Report <i>For Information</i>	<p>The CEO advised that, in relation to error reporting, a working group is being set up. There was a recent, very productive, meeting between PFNI, PSNI, CPO and HSCB which concluded satisfactorily. It has been agreed in principle that the PFNI will take the lead.</p> <p>In terms of threshold criteria, everyone was content that it requires a change in culture – not a job for the regulator.</p>	
16.0	Report on Progress Against Strategy <i>For Information</i>	Council noted the content of the report.	
17.0	Pharmacy Standards Enforcement <i>For Information</i>	<p>Council noted the content of the papers presented, noted the approach being taken and was asked to comment on aspects outlined within the papers.</p> <p>Council was advised that PSNI is negotiating with the Department as to how enforcement might be moving forward. Roles and responsibilities must be agreed. Unlike GPhC, PSNI does not have its own inspector – that power sits with the Department and; GPhC has a range of sanctions – PSNI has none except criminal convictions. Parity would require domestic legislation. Our powers are limited and, if something grave occurs, we will have knowledge about it but no power to act. Council will be kept up to date with this issue.</p>	
27.0	Any Other Business <i>For Information</i>	<p>The President advised that, in the interests of time, all remaining items on the Agenda will be attended to within the Council meeting on 13 November 2018.</p> <p>In closing the Public meeting of Council, The President noted that Gareth Peeples and Martin Bradley would cease to be Council members in October and that this was their last Council meeting. On behalf of</p>	

		Council, he thanked them for their dedication, commitments, insight and sensitivity over the past years and wished them well for the future.	
28.0	Date of Next Council Meeting <i>To Note</i>	The next Public meeting of Council is scheduled for 18:00 on Tuesday, 13 November 2018.	